

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AGRICULTURAL LEASE MANAGER

DEFINITION:

Under direction, to coordinate and administer the City's Agricultural Lease Program, and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares requests for agricultural lease proposals;
- Analyzes proposals and recommends acceptance of the most favorable terms;
- Negotiates terms and conditions of leases;
- Monitors lease compliance and enforces compliance in cases where lease terms are not met;
- Conducts field studies to determine the most beneficial use of agricultural lands;
- Provides guidance and staff support to the City's Agricultural Committee;
- Makes presentations on agricultural projects to decision-making legislative bodies and administrative officers;
- Acts in a liaison capacity between other departments, governmental agencies, and lessees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Business Administration, Agricultural Business Management, Real Estate, or a closely related field; **AND** four years of experience in property management. One year of experience in real property acquisition, sales, or appraisal may be substituted for one year of the required experience. Additional experience as listed above may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.